



# Department of Defense

## DIRECTIVE

January 30, 1985

**NUMBER** 1430.4

SUBJECT : Civilian Employee Training

References : (a) DoD Directive 1430.4, subject as above, August 5, 1969  
(hereby canceled)  
(b) Title 5, United States Code, Chapter 41, "Training"  
(c) Executive Order (E. O. ) 11348, "Providing for the Further  
Training of Government Employees"  
(d) Title 5, Code of Federal Regulations, Part 410, "Training"  
(e) Federal Personnel Manual , Chapter 410, "Training"

### A. REISSUANCE AND PURPOSE

This Directive:

1. Reissues reference (a) .
2. Establishes policy and responsibilities for DoD civilian employee training, in compliance with references (b) through (e) .

### B. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments , the Organization of Joint Chiefs of Staff, the Unified and Specified Commands, the Defense Agencies, and the Uniformed Services University of the Health Sciences (hereafter referred to collectively as "DoD Components") .

### C. POLICY

It is DoD policy that:

1. DoD Components shall provide the training necessary to ensure maximum efficiency and effectiveness of civilian employees in the performance of their official duties, and to encourage employees in their efforts for self-improvement.
2. DoD Components shall provide training with equal opportunity for all qualified employees, regardless of race, religion, color, national origin, sex, age, marital status, physical handicap, or any other discriminatory factors. Further, DoD Components may not **allow** training in a non-Government facility that discriminates because of race, color, religion, or **national** origin in the admission or in the subsequent treatment of students.

### D. RESPONSIBILITIES

1. Heads of DoD Components, in carrying out the above policies, shall:

a. **Review** civilian employee training needs and install modern training practices and techniques to raise the level of employee performance and meet present and anticipated needs for administrative, technical, professional, and managerial skills.

b. Establish administrative controls and provide adequate staffing to ensure that training being conducted or planned shall improve the performance of employees, and contribute to economy, efficiency, and attainment of internal mission and program goals.

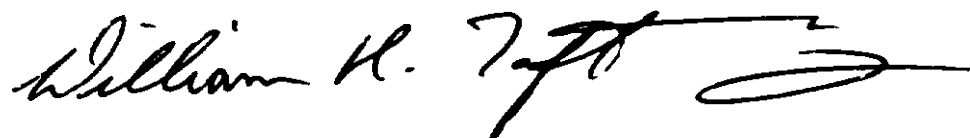
c. Plan, program, and budget for training programs to meet employee development needs for a well-trained work force of employees and potential managers and executives, and integrate such programs with other personnel management and operating functions.

2. The Assistant Secretary of Defense (Manpower, Installations, and Logistics) shall prescribe policies, criteria, and standards governing the establishment and administration of training programs authorized by 5 U.S.C. 41 and E.O. 11348 (references (b) and (c)) and pertinent regulations of the Office of Personnel Management (references (d) and (e)).

3. The Secretaries of the Military Departments (for their Departments and for civilians in the Unified and Specified Commands); the Directors of Defense Agencies; the President, Uniformed Services University of Health Sciences; and the Deputy Assistant Secretary of Defense (Administration), or their designees, shall, subject to the regulations and standards issued under subsection D.2. , above, conduct internal reviews of training needs and establish and administer programs of training authorized under 5 U.S.C., Chapter 41; E.O. 11348; 5 C.F.R., Part 410; and the Federal Personnel Manual (references (b) through (e)).

E. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Installations, and Logistics) within 120 days.



William H. Taft, IV  
Deputy Secretary of Defense